FSC-56-A	3/11/97
SUBJECT: E-Mail and RJR's Litigation Efforts	

DISTRIBUTION:

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The beginning message when you open your e-mail program is a message from the RJR Law Department. It is asking you to send any e-mail messages that may be important to RJR's litigation efforts to RETAIN.

RETAIN is a "holding place" for e-mail that might pertain to RJR's legal cases. The Law department reviews the e-mail in RETAIN and keeps the messages that are relevant. This helps the Law department respond quickly and accurately if a court orders RJR to submit e-mail documents for a case.

What kinds of e-mail should be sent to RETAIN?

The Law department has published a list of **keywords** and **general content areas** that are important to RJR's legal cases. Any e-mail that contains these keywords or subjects should be sent to RETAIN! Following are instructions for viewing this information:
If you are a remote laptop user:

1. Go to **Help Topics**.
2. Choose **HELP - Retain Keywords**.
3. Click **Litigation Keywords** and **Litigation Content Areas**.

If you are in an ROU:

1. Go to the RJRT intranet home page.
2. From **Company-Wide Information** choose **Litigation - Document Requirements**.
3. Choose **Retain Keywords & Content Areas**.

How do I send e-mail to RETAIN?

Sending e-mail to RETAIN is like sending it to any e-mail recipient.

If you use RemoteWare Mail:

- When you **create** a message that should go to RETAIN, choose **RETAIN** from the address list and mark the **CC** option.
- When you **receive** a message that should go to RETAIN, click the **Forward** button; choose **RETAIN** from the address list and mark the **To** option.

If you use MicroSoft Mail:

- When you **create** a message that should go to RETAIN, type **RETAIN** in the **Cc** field.
- When you **receive** a message that should go to RETAIN, click the **Forward** button; type **RETAIN** in the **To** field.

Program Contacts: Your Manager
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